

# January 2013 v.2 (revised Jan 8, 2013)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>HOLIDAY</b>  Normal DW refresh	2 <b>LABOR:</b> Reverse Month-End Estimate  Normal DW refresh	3  Normal DW refresh	4  Normal DW refresh	5  Normal DW refresh
6	7 <b>LABOR:</b> PP26  Normal DW refresh	8 <b>GL:</b> Final Close Dec 2012  <b>LABOR:</b> PP26 <b>SURCHARGES</b> Normal DW refresh	9  Normal DW refresh	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh
13	14  Normal DW refresh	15  Normal DW refresh	16 <b>GL:</b> Update AR Trial Table  Normal DW refresh	17  Normal DW refresh	18  Normal DW refresh	19  Normal DW refresh
20	21 <b>HOLIDAY</b>  Normal DW refresh	22 <b>LABOR:</b> PP27  Normal DW refresh	23 <b>LABOR:</b> PP22 <b>SURCHARGES</b> Normal DW refresh	24 <b>LABOR:</b> Jan Month-End Estimate <b>SURCHARGES</b> Normal DW refresh	25 <b>LABOR:</b> Jan NOAA CORPS  Normal DW refresh	26  Normal DW refresh
27	28 <b>DISBURSEMENTS:</b> Last run for Jan <b>SLTs</b> SLTs to be approved for Jan are due to FMB by 4:00 pm ET  Normal DW refresh	29 CA O/U Reversal – Part C  Normal DW refresh	30 <b>SLTs:</b> 12:00 pm ET Final Approval <b>CA SURCHARGES</b> processed prior to the Prelim closing  Normal DW refresh	31 <b>CFS G/L MONTH-END PRELIM CLOSING</b> <b>7:00 AM ET</b> Close AP, PO, PR CA O/U Process <b>WIP</b> <b>12:00 NOON ET</b> Close other modules  Normal DW refresh		

## 7 AM

The following modules will be placed in **PRELIMINARY** close for the **January 2013 General Ledger**

<b>PR</b>	– Purchase Requisitions	(Commitments)
<b>PO</b>	– Purchase Orders	(Obligations, etc.)
<b>AP</b>	– Accounts Payable	(Invoices and Receiving Tickets, etc.)

**Please note: AR is open for WIP only. No other AR transactions.**

8:00 AM ET: AP may begin working on February 2013 transactions.

## 12 noon

The following modules will be placed in **PRELIMINARY** close for the **January 2013 General Ledger**

<b>BE</b>	– Budget Execution	Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
		<b>NOTE:</b> Month end G/L closing process does NOT prohibit end users from entering BOPs.
<b>AR</b>	– Accounts Receivable	
<b>ALLOC</b>	– Cost Accumulation/Allocation (Surcharges, etc.)	
		The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Thursday January 31, 2013
<b>GJ</b>	– General Journal	(GJs may be entered until 12 noon)
<b>GL</b>	– General Ledger	

“12 Noon Closing” should **NOT** enter ANY transactions while January 2013 is still open. **ONLY after January 2013** is closed may “12 Noon Closing” modules mentioned above begin working on February 2013 transactions.